

EYES ONLY

ORD-362-78

27 February 1978

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -
[redacted]
GS-5, Step 2 to GS-6, Step 1

STAT

1. (U/AIUO) This memorandum contains a recommendation, and the reasons supporting it, to promote [redacted] from a GS-5, Step 2 to GS-6, Step 1 secretary.

STAT

2. (U/AIUO) [redacted] joined ORD in March of 1977 after 30 months with another Agency Office (Personnel). Since joining ORD, she has been a secretary in the Operations Technology Division. Without any previous experience in technical matters, she has acquired an effective working knowledge of not only the peculiar terminology but also the interrelationships of diverse subjects. [redacted] has continuously matured, professionally speaking, since joining this Division and is capable of handling a broad range of duties. [redacted] attention to detail and accuracy as reflected in her work recommend her very strongly for this promotion.

STAT

STAT

STAT

3. (U/AIUO) In addition to direct participation in the day-to-day operation of the Division's office, [redacted] has been assigned responsibility for all travel (foreign, national, and local) accounting. The measure of her effectiveness in dealing with this account, 17 technical officers, is the unnoticed way in which it operates. Additionally, [redacted] deals with consulting (individual and corporate) billings received through this office. Both of these tasks require careful, timely, and accurate work which is often extremely difficult in her work environment with its other pressures and deadlines. [redacted] has demonstrated a remarkable ability to accomplish these critical functions.

STAT

STAT

STAT

EYES ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

*Not
Approved*

EYES ONLY

SUBJECT: Recommendation for Promotion -

[redacted]
GS-5, Step 2 to GS-6, Step 1

STAT

4. (U/AIUO) During the past nine months, [redacted] has acted as one of the two junior secretaries in an active 17-man technical division without the benefit of experienced secretarial guidance. Her previous supervisor resigned mid-summer 1977 and although a replacement was hired, this individual was totally unfamiliar with this Division's activities (technical and administrative). Unfortunately, this supervisor then elected to retire in December 1977 thus leaving [redacted] as one of the two junior secretaries to provide continuity through the bulk of the planning cycle as well as maintain the day-to-day business of the office. That this is being accomplished effectively and efficiently is a reflection that she is hard-working, skilled, and dedicated to her responsibilities.

STAT

5. (U/AIUO) For the reasons discussed above, it is strongly recommended you approve the promotion of [redacted] from a GS-5, Step 2 to a GS-6, Step 1. She has been in her present grade for 22 months and is highly qualified for this advancement.

STAT

STAT

STAT

[redacted]
Chief, Operations Technology
Office of Research and Development

RECOMMEND APPROVAL:

Chairman, Special Panel, ORD

Date

APPROVED:

Director of Research and Development

Date

EYES ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

~~ADMINISTRATIVE~~ ~~INTERNAL USE ONLY~~

EYES ONLY

SUBJECT: Recommendation for Promotion -
JORDAN, Lynn
GS-5, Step 2 to GS-6, Step 1

Distribution:

Original - Addressee
1 - C/SB/MS/ORD
1 - SP/ORD

C/OT/ORD/DD/S&T/HRWood:bgs;x2672

EYES ONLY

~~ADMINISTRATIVE~~ ~~INTERNAL USE ONLY~~